

## **GUIDELINES FOR PREPARING BOARD MATERIALS FOR ELECTRONIC DISTRIBUTION**

### **All documents for the Board mailing must be provided in .pdf format and in ORIGINAL FORMAT**

- Only signed memorandums and materials from outside sources that cannot be obtained electronically should be scanned to .pdf on the copy machines. (Please check the scanned document to make sure it is not crooked.)
- PowerPoint presentations must be converted to .pdf by saving to .pdf (do not print to .pdf).
- All other documents may be converted to .pdf by printing or saving to .pdf.
- Documents with multiple parts (for example, a memorandum with PowerPoint slides attached) must be assembled into one .pdf document by the person providing the document.
- If you need assistance with any of the above .pdf requirements, please contact Parker Odoms or Hung Pham.

### **Additional requirements for preparation of electronic documents**

- Documents should be no larger than 12MB. If your document is larger than 12MB, you must split the document into several smaller documents and we will upload. Please save the documents with numeric values so we can upload in the correct order.
- Make sure all pages (including appendices) are numbered.
- Hyperlinks. Your documents should not contain any hyperlinks. If you would like to hyperlink to a video or an external website, please provide us with the hyperlink and instructions on where to insert the hyperlink in the document and we will insert the hyperlink.

### **Delivery of documents for distribution to Board**

- When your documents are final (i.e., fully-assembled and approved), please e-mail them in the .pdf format described above as follows:
  - If your materials are for a Committee - If you have a document for a committee book, please e-mail it directly to the individual listed below and he or she will take care of forwarding all of the documents for that book to [boardmaterials@brinkscompany.com](mailto:boardmaterials@brinkscompany.com).

<b>Audit and Ethics:</b>	Hillary Keeton
<b>Compensation and Human Capital:</b>	Casey Sculthorpe
<b>Corporate Governance and Nominating:</b>	Beth Davis
<b>Finance and Business Development:</b>	Sehnish Panjwani

- All other materials - If your materials are not going to be included in one of the committee books listed above, please send the final version of your materials directly to [boardmaterials@brinkscompany.com](mailto:boardmaterials@brinkscompany.com).
- All documents (electronic copies) are due by COB on the date of the mailing.